



WATER AND SEWAGE PLANT SUPERVISOR
CORRECTIONAL FACILITY (CF)
Final Filing Date: CONTINUOUS

OPEN, NON PROMOTIONAL-SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER	The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation..
EXAMINATION BASE	CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR) SPOT EXAMINATION FOR: SEE ATTACHED LISTING
WHO SHOULD APPLY	Applicants who meet the minimum qualifications as stated below, who have not previously tested with CDCR for this classification in the past 24 months and who are not currently active on an eligible list.
HOW TO APPLY	Submit applications to one of the address(es) indicated on the attached listing of Local Testing Offices. Candidates may only establish eligibility in one location. Applications may be filed in person or by mail. Applications will not be accepted on a promotional basis. NOTE: The wearing of denim or gray sweats on institution grounds is prohibited. NOTE: Only applications with an original signature will be accepted.
APPLICATION DEADLINE/ REQUIREMENTS	Each testing office will accept applications continuously and will notify and test applicants as needed. It is the candidates' responsibility to contact the testing office of their choice regarding required grade certification.
TEST DATE	CDCR's testing period(s) for this examination is: January – December . To learn more about examination date(s), contact the testing office(s) indicated on this bulletin.
SALARY RANGE(S)	As of: <u>July 1, 2015</u> \$5,661 – \$5,945
MINIMUM QUALIFICATIONS	Three years of engineering or operating experience in a water filtration plant or a sewage treatment plant serving a population of at least 2000. and Possession of an appropriate State of California Certification for Sewage Treatment Plant Operator and/or Water Treatment Plant Operator is required at the time of appointment. Certificates are issued by the California Department of Public Health and Water Resources Control Board. (Applicants who are within six months of obtaining the required certification will be admitted to the examination but must produce evidence of certification before they can be considered eligible for appointment.) Special Physical Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. NOTE: The attached listing (page 4 of bulletin) of institution(s) has the following water/sewage treatment plant grade level. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Additional Desirable Qualifications: Education equivalent to completion of the twelfth grade. NOTE: High School Equivalence: Equivalence to completion of the 12 th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

EXAMINATION PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:
1. Water, sewage and other mechanical systems and equipment, and methods, materials and tools used in the operation, maintenance, and repair of such equipment.

2. Principles of water and sewage treatment.

3. The Department's Equal Employment Opportunity Program objectives.

4. A manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.
- B. Ability to:
1. Communicate effectively.

2. Make and interpret chemical and physical laboratory tests to determine effectiveness of water and sewage treatment.

3. Prepare routine reports and keep accurate records.

4. Train and direct workers engaged in operating water and sewage treatment plants.

5. Read, interpret, and work from plans, drawings, and specifications.

6. Think and act quickly in emergencies.

7. Analyze situations accurately and take effective action.

8. Effectively contribute to the Department's Equal Employment Opportunity Program objectives.

If conditions merit, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

ELIGIBLE LIST INFORMATION

A separate eligible list will be established to fill vacancies for the institution(s) on the attached listing. Names of successful candidates are merged onto the list(s) in order of final scores, regardless of date. Eligibility expires **24** months after establishment, unless the needs of the service and conditions of the list(s) warrant change in this period.

POSITION DESCRIPTION AND LOCATION(S)

The **Water and Sewage Plant Supervisor, CF**, under general direction in a State correctional facility in the Department of Corrections and Rehabilitation, has responsibility for the operation of a water treatment and sewage treatment plant, or for the operation of a large and complex plant of either type; maintains and repairs facility treatment equipment; maintains order and supervises the conduct of inmates, youthful offenders, residents, or patients; protects and maintains the safety of persons and property; may instruct, lead or supervise inmates, youthful offenders or resident workers; and does other related work.

Position(s) exist with the institution(s) listed on the attached listing with CDCR.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS' PREFERENCE/ CAREER CREDITS

Career credits or Veterans' Preference will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. **If you receive Veterans' Preference, you cannot also receive career credits in this examination.**

GENERAL INFORMATION

Applications are available at CDCR offices, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online at <http://jobs.ca.gov/Profile/StateApplication>.

Veterans' Preference: California law allows the granting of Veterans' Preference in any **Open** examination. **Veterans' Preference will be awarded as follows, starting on January 1, 2014:** 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: [Veterans Preference Application \(CALHR 1093\)](#). Additional information can also be found at Department of Veterans Affairs' website at www.jobs.ca.gov/job/VeteransInformation.

Career Credits: California law allows the granting of career credits in Open, Nonpromotional examinations. Career credits are three points added to the final qualifying score of each competitor who is a state employee with permanent civil service status or employees who have a mandatory right of reinstatement to such a position; or a full-time exempt employee with 12 months consecutive service; or individuals who have served one full year in or are a graduate of the California Conservation Corps (CCC) (eligibility expires 24 months after graduation from the CCC). Effective January 1, 1983, AB 3325 (1982) eliminated career credits for classes designated by DPA as managerial.

GENERAL INFORMATION
(CONTINUED)

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
Telecommunications Relay Service (TRS): DIAL 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS